OXNARD COLLEGE DISTANCE ED COMMITTEE
MINUTES FROM MEETING OF THURSDAY, September 2, 2010

Members Present: Teresa Bonham, Linda Kamaila, Bret Black, Diane Eberhardy, Erika Endrijonas, Elissa Caruth, Ishita Edwards, Bola King-Rushing and Christiane Mainzer

I The meeting was called to order at 2;35pm

II Additions to the Agenda
- Teresa asked committee members if a counselor should be added to the DE Committee. Counseling needs to participate because of recent inappropriate student referrals to "D2L" courses occurring. It was suggested that maybe Daniel Goicoechea or Dave Lopez or Everardo Rivera could be included on our team.
- It was also discussed that some of the D2L students have been requesting assistance on the basics of opening a web class from Web faculty. Bola suggested that the IT section of the Oxnard College web site which includes a "Student Resource Page" under D2L could be accessed by students who need help getting started in their online class. There is also an "Instructor/Staff" page available at the same site.
- Teresa mentioned that there will be 3 tutors available in the Learning Center for assisting D2L students. Contact Jose Cornelio for tutoring schedule: X1975.

III New Business
- Two handouts were distributed which covered the definition of "***regular effective contact***" in online classes and a list of "sample contact types" that can be utilized in web courses. This was followed by some lengthy discussion on how to take effective attendance online. Teresa mentioned that the D2L system provides the instructor with information when students do login to the web class. She described how the program can be set up for whatever information the instructor needs for monitoring student attendance online. On the D2L Homepage,see the "pencil" icon in the upper left corner of Nav Bar. When you click on "EDIT NAV BAR", you then click on "View User Progress" where you can manipulate the program to see individual student activities online. Bola also mentioned that in the "Classlist" section, there is a one-step access to student attendance by checking an individual's name and "click" on the little "circular icon" by the student name. There was further discussion that there should be an easy method by which roll call/attendance can be taken online. D2L students should be made aware of the positive attendance procedure.
- Erika suggested that an agenda item be included at the next meeting concerning putting a page in the college catalog about what is a web class and what is required of the student who registers in an online class, i.e., CONSISTENT ACCESS, HIGH SPEED INTERNET..
- There was general agreement that the blurbs or notes written for the web classes described in the "Class Schedule" should be uniform in description and instruction. Scheduling a student orientation would still be totally up to the instructor teaching the online course.
- Bola mentioned that he had already posted the list of OC web classes in California Virtual Campus, part of the CCC system.
- Bola is asking for feedback from committee members on the definition of "***regular effective contact***" for web classes by September 9th.
- Committee members present reviewed the "Distance Ed" descriptions in the "Curriculum Handbook" (2009-2012 Draft). It was decided that the word "Advisory" be deleted from the committee title: Distance Education Committee, which followed a discussion on the definitions of "Shared Governance", "Advisory Committee" and "Standing Committee" the more appropriate description for the Distance Ed committee being "Standing". The section in the Handbook on describing how Distance Learning courses are to be delivered was also discussed, i.e., "hybrid", "Course Studio". Ishita and Bret requested

the need for clarification of what constitutes a "hybrid" and what is a "DE" course where the 51% is used as the indicator. How it reads now in the Curriculum Handbook is confusing. Erika will check with the TITLE V folks in Sacramento.

- Teresa mentioned that the term "web-enhanced" implies the use of an electronic means to post course content as a supplement to a face-to-face class.
- It was decided that the editing of the DE section in the Curriculum Handbook with feedback from committee members be due by the next meeting.
- The revised DE Appendix form which included the blending of Teresa and Bret's ideas with Bola's superb refinements was reviewed by committee members present. A lengthy discussion ensued with a general agreement to have a separate "Check List" for determining eligibility for teaching an online course. Therefore the two bullets indicated under "Course Delivery Method" will be moved to a separate "check List". Erika mentioned that we must ensure that proper training has taken place for those faculty who will be assigned a web class. Do we want some certification of the Distance Learning Program? It was also discussed that there was some overlap between the list of "Methods of Communication" and "Instructional Methods", therefore this section of the form may get streamlined. Further discussion on why a DE Appendix would be submitted to Curriculum: for a new course or new faculty member who wishes to teach a specific course online. Teresa asked the committee if we want to develop a policy that any new faculty who wants to teach online would go through a certificate (checklist) process. There was general agreement among the members present to support these guidelines.
- Bola mentioned that he will be scheduling some classes for D2L faculty on graphics in the classroom, in particular, training in "CAMTASIA" utilizing screen shots. STEM grant has purchased web cameras, to create online videos. Diane asked if we have a list of best practices?
- Teresa distributed a list of DE goals for this academic year which we can modify or add to for upcoming meetings.

IV. Meeting was adjourned at 4:05pm

Minutes from meeting submitted by Chris Mainzer